

**Minutes of Regular Meeting**  
**ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES**  
Elisha D. Smith Public Library Gegan Room  
May 25, 2016

**Call to order** at 4:00pm by Crawmer.

Present: Crawmer, Englebert, Franzoi, Golz, Kaminski (teen rep), VanderHeyden and Wicihowski.

Absent: Rollins-Jump.

Also Present: Director Lenz and Dreyer (Administrative Assistant).

**Public Comment/Communication**

None

**Consent Business**

Motion made by Franzoi, seconded by Wicihowski, to approve the Library Board meeting minutes from April 27, 2016. Motion carried unanimously.

**Authorization of Bills**

The Contract Services-Entertainment costs are for children's, teen and adult summer programs. Motion made by Franzoi, seconded by Golz, to authorize payment of the May 2016 bills as presented from the 2016 budget. Motion carried unanimously.

**Director's Report/Information Items**

1. April Statistics. Overall circulation is down. Digital is up 6.6%, meeting room uses are up 12.7%, reference and information assistance are up 13.9% and program attendance is up 43% mostly due to the Fox Cities Book Festival.
2. Budget Status. Lenz added a column for the amount spent at the end of this month last year. It looks like we are on track. The trustees would like this column added each month.
3. Endowment Report. The April endowment report was distributed to trustees. We were unable to get the financial report from the Community Foundation for the Fox Valley Region since they are having some problems with their new website.
4. Staff Reports.
  - Lenz and Joe Bongers went to WAPL (Wisconsin Association of Public Librarians) in Oshkosh earlier this month. Cassie Payne and Liz Tubman. Assistant Librarians in the Children's Department presented a program on marketing design.
  - Custodian Dave Powell is making some slanted shelves for the tops of shelving units in the Children's Department and for the new book shelves. These will be used to highlight the most popular materials.
  - We have an entry in the Memorial Day Parade. Board members are invited to walk along.
  - Summer Reading Program registration starts on May 31. Lenz is pricing some pennants to publicize the summer reading program.
  - The Policies and Personnel Committee will be meeting on Monday, June 6, at 8:30am to review the Selection of Materials and Services & Facilitates policies.
  - Wisconsin Public Television is working on a Neenah-Menasha documentary that will be an edition of Wisconsin Public Television's Wisconsin Hometown Stories series. They will be at the library on Monday, June 13, from 11:30-1:00pm and 5:30-7:00pm for community input.
  - Menasha is allowed one representative on the Winnefox Library System Board and this position is open. Volunteers and recommendations are welcome.

**Discussion /Action Items**

1. Staff Unpaid Leave Request. Last month, the board approved unpaid leave for a staff member until May 25, when the board would consider another request, if necessary. The staff member has returned to work intermittently according to her doctor's instructions but still requires some unpaid leave until she

is able to work her usual 20 hours/week. Motion made by VanderHeyden, seconded by Wicihowski, to grant the employee intermittent unpaid leave as needed until the June board meeting. Motion carried unanimously.

2. Meeting Room Sound Improvements. During the Fox Cities Book Festival the sound system in the Company E room was not working well. Also, when two speakers are presenting a program or debate, a microphone has to be passed back and forth. Brian Haessly has had the current system tuned, and he has secured a quote from Arrow Audio for \$1,500-\$2,000 that includes equipment (handheld microphone, lapel microphone and receiver), installation and set-up. Franzoi asked if he looked into alternative sources such as Amazon and Ebay. The question was then who would install and set-up the system. Motion made by Englebert, seconded by Franzoi, to approve spending \$1,500-\$2,000 from the Meeting Room Fund to purchase the equipment, installation and set-up to improve the Company E Room sound system. Motion carried unanimously.

### **Adjournment**

Motion to adjourn made at 4:27pm by Englebert, seconded by Franzoi. Motion carried unanimously.

Respectfully submitted,  
Kathy Dreyer, recording Secretary